



JOINT FORCE HEADQUARTERS NEW JERSEY
NEW JERSEY DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
3650 SAYLORS POND ROAD
FORT DIX, NEW JERSEY 08640-7600

ARMY BULLETIN NO. 2

15 January 2004

CLASS I – SUBSISTENCE (J4)

1. **PURPOSE:** This bulletin designates responsibilities and procedures for requesting and accounting for items of subsistence consumed in support of unit operational requirements.

2. **REFERENCES:**

- a. Army Regulation 30-22, dated 30 Aug 02.
- b. Army Regulation 30-1, dated 15 Aug 89.
- c. Department of the Army Pamphlet 30-22, dated 30 Aug 02.
- d. Federal Acquisition Regulation, part 13.106-1, dated 1 Jan 02.
- e. Army Bulletin No. 3 dated 15 Jan 04, SUBJECT: Utilization Of Catered Meals.

3. Units requesting subsistence or supplemental items of subsistence (bottled water, soda, etc.) will utilize DA Form 3294R (Request for Rations) completed in accordance with Figure 5-10, DA PAM 30-22. Units requesting commercially prepared (catered) meals will utilize DA Form 3953 (Purchase Request and Commitment) completed in accordance with Figure 10-3, AR 30-1. Original forms will be signed only by the responsible **“Unit Commander”** and forwarded through corresponding military chain of command to the MSC S4 for review and validation. MSC S4 will forward validated requests to the J4 Food Service Technician (J4-FST) NLT ninety (90) days prior the actual date of consumption.

4. Requests submitted by the MSC S4 to the J4-FST, with less than ninety (90) days for review and processing, will not be acted upon by the J4-FST, until the request is personally endorsed by the MSC Commander. In the event of an emergency request, unit representative will telephonically notify following listed points of contact, in noted order of priority for initial guidance and coordination:

- a. MSC S4/S4 NCO.
- b. J4-FST, (609) 562-0281.
- c. USPFO-SSD-MMB, (609) 562-0253.

5. All individual units DA Form 3294Rs (Request for Rations) or DA Form 3953s (Purchase Request and Commitment) not signed by the responsible unit commander or not validated by the MSC S4 will be immediately returned without action by the J4-FST to the MSC S4. Changes to and or deviations from a scheduled TISA draw will require a written memorandum by the unit commander, explaining why the changes are necessary.

6. Requests for commercially prepared (catered) meals will require an attached written memorandum by the unit commander, endorsed and validated by the MSC S4, as to why the meals are required. Commanders are **“strongly discouraged”** from utilizing catered meals.

7. Upon consumption of the meal, the Unit Commander will verify that all corresponding Cash Meal Payment Sheets and cash is on hand and properly accounted for. The Unit commander will forward copy of supporting DA Form 5913-R (Strength and Feeder Report) (Consumption), completed in accordance with Figure 4-1, DA PAM 30-22, with attached copy of receipts for any commercially purchased items, to arrive at USPFO-SSD-MMB, NLT fifteen (15) days after consumption of the meal.

8. To assist each MSC S4 in ensuring the timely receipt of required documentation, the J4-FST will maintain a current suspense list of all corresponding units to ensure compliance with the receipt of Class I requests as outlined in paragraph 3 and 6, noted above. The J4-FST will personally notify each MSC S4 as to the status of their subordinate units' subsistence requests not later than one hundred (100) days prior to their formally scheduled MUTA.

9. The POC for additional information is CW2 John Garrison, J4-FST, (609) 562-0281.

OFFICIAL:

GLENN K. RIETH
Brigadier General, NJARNG
The Adjutant General


FRANK. R. CARLINI
COL, GS, NJARNG
Chief of Staff

DISTRIBUTION: A, A2, B, C, J4 (10)